

# Starting Basic Allowance for Housing (BAH)

## Overview

### Introduction

This guide provides the procedures for starting different types of BAH rows in Direct Access.

### BAH for Reservists

Whenever processing Reserve Orders, ensure the correct BAH Qtr Status is started based on the type and duration of orders.

When Reserve orders end, the Reservist's pay group is changed from USCG (Active Duty) back to USCG RSV (Reserve). The BAH row will remain Active, but will not pay until the member is back on Active Duty orders. Make sure the member is receiving the correct BAH entitlement every time they start new Active Duty orders.

### BAH change for Divorce/Death of Spouse and Annulments

The BAH entitlement at the with dependent rate stops at 2400 on the date of divorce/date of the spouse's death if the member's spouse was the sole BAH eligible dependent (no other dependents). In these instances, add a new BAH row for BAH without dependents using the day **AFTER** the date of divorce/date of death of the spouse as the effective date.

For annulments, add a new BAH row for BAH without dependents using the date of the annulment decree as the effective date.


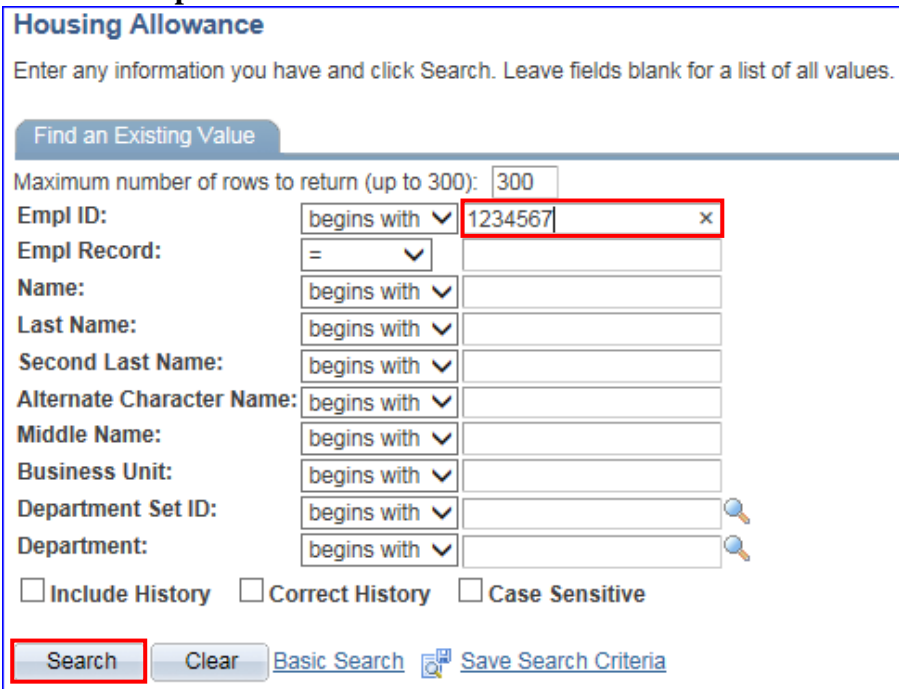
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# Starting New BAH

**Introduction** This guide provides the procedures for starting a new BAH row in Direct Access.

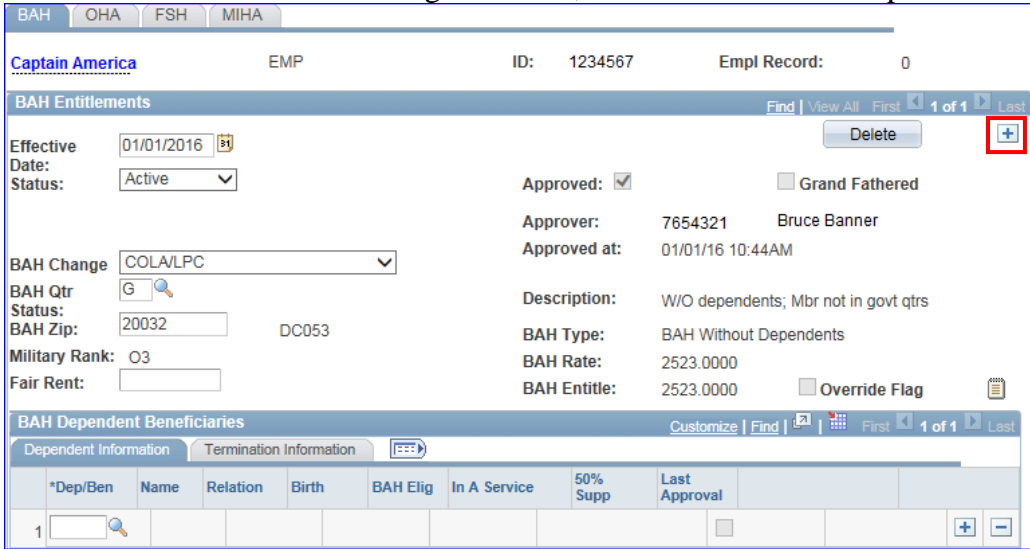
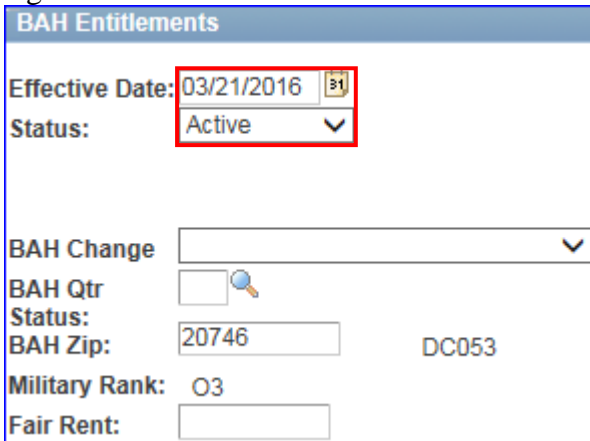
**Procedures** See below.

Step	Action
1	<p>Select <b>Housing Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p> 

*Continued on next page*

## Starting New BAH, Continued

Procedures,  
continued

Step	Action
3	<p>The member's current BAH information (if any) will display. If the member has an existing BAH row, click the <b>Plus</b> button to add a new row. If the member does not have an existing BAH row, continue to the next step.</p> 
4	<p>Enter the <b>Effective Date</b> (defaults to current date) and ensure the <b>Status</b> reads Active (Inactive means the member is not currently receiving pay). For Reserve members on Active Duty, the effective date is the same as the Reserve Orders begin date.</p> 

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## Starting New BAH, Continued

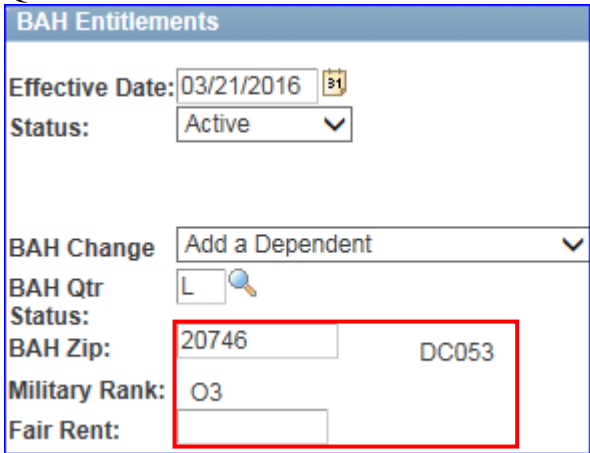
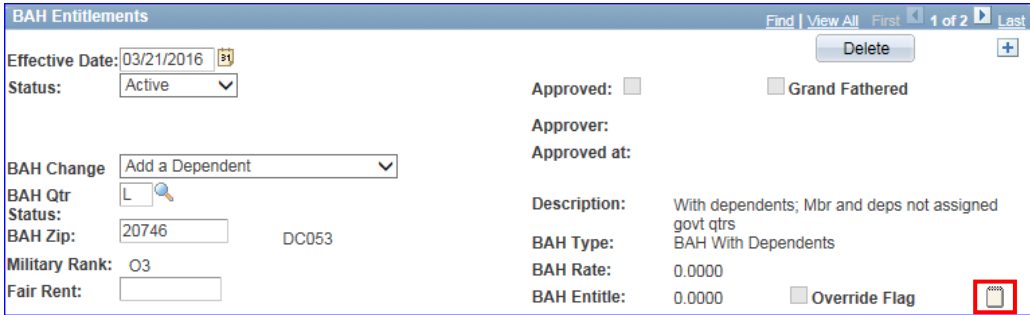
Procedures,  
continued

Step	Action
5	<p>Select the appropriate reason for the <b>BAH Change</b>, using the drop-down.</p> <div data-bbox="341 528 932 1167"> <div>BAH Change</div> <div>BAH Qtr</div> <div>Status:</div> <div>BAH Zip:</div> <div>Military Rank:</div> <div>Fair Rent:</div> <div> Add a Dependent  BAH In Transit  COLA/LPC  Child Support  Confinement  Demotion  Divorce  Failed to Complete Annual Val  Govt Quarters Occupany  Govt Quarters Termination  Hire  Inadequate Quarters Designatn  Legal Separation  MHA Change  Married  Married to Member  Missing in Action Status  Promotion  Reserve/Recall Orders  Restoration Annual Validation  Special Approval by PSC  Transfer </div> </div>

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## Starting New BAH, Continued

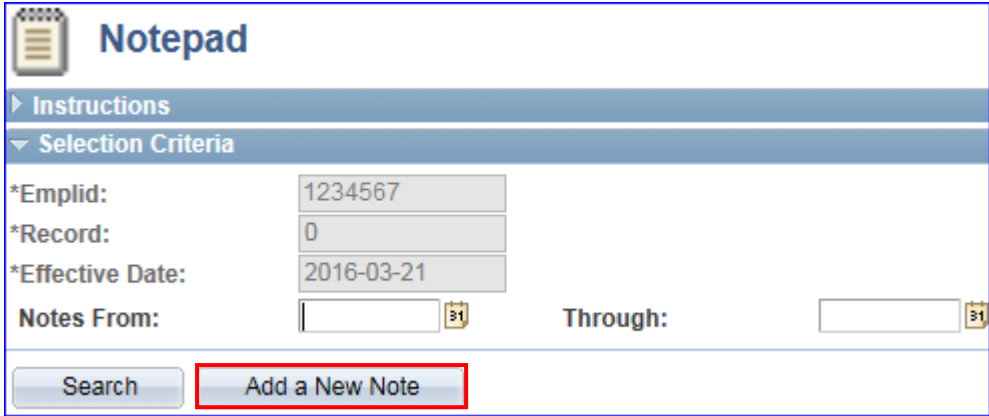
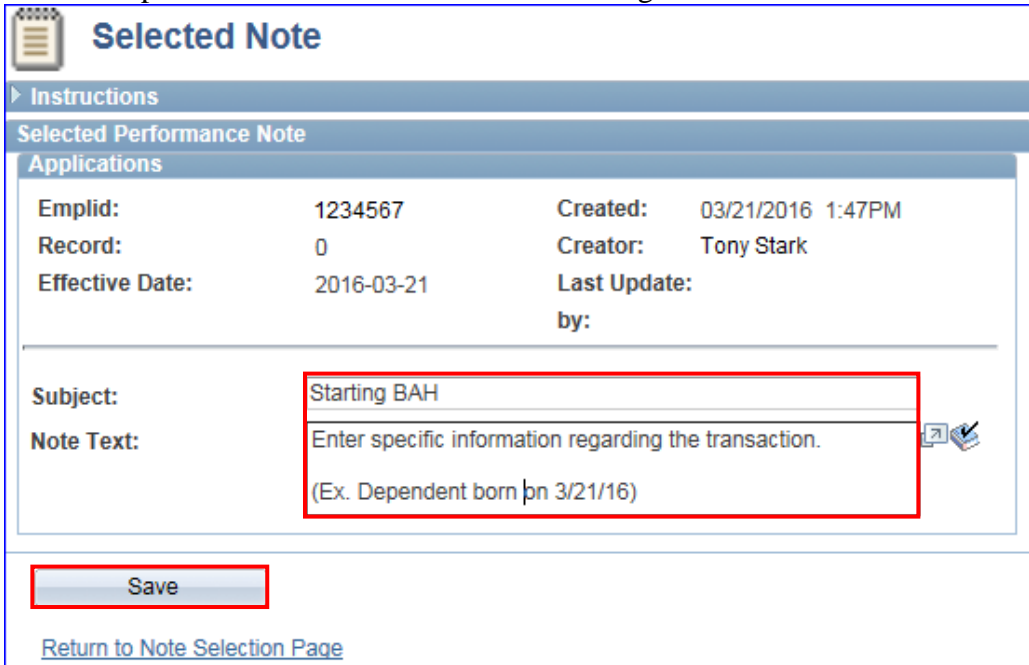
Procedures,  
continued

Step	Action
7	<p>The <b>BAH Zip</b> will default to the current permanent duty station for Active Duty members or the Home address for Reserve members. If the default is incorrect, enter the correct <b>BAH Zip</b>. The <b>Military Rank</b> will default to the member's current rank. The <b>Fair Rent</b> field is only used for Inadequate Quarters.</p>  <p>The screenshot shows the 'BAH Entitlements' form. Fields include: Effective Date (03/21/2016), Status (Active), BAH Change (Add a Dependent), BAH Qtr (L), BAH Zip (20746), Military Rank (O3), and Fair Rent. The BAH Zip field is highlighted with a red box.</p>
8	<p>Click on the <b>Notepad</b> (opens in a new window) to add specific comments for the auditor of this transaction.</p>  <p>The screenshot shows the 'BAH Entitlements' form with additional fields: Approved, Approver, Approved at, Description, BAH Type, BAH Rate, BAH Entitle, and an Override Flag. The Notepad icon in the bottom right corner is highlighted with a red box.</p>

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## Starting New BAH, Continued

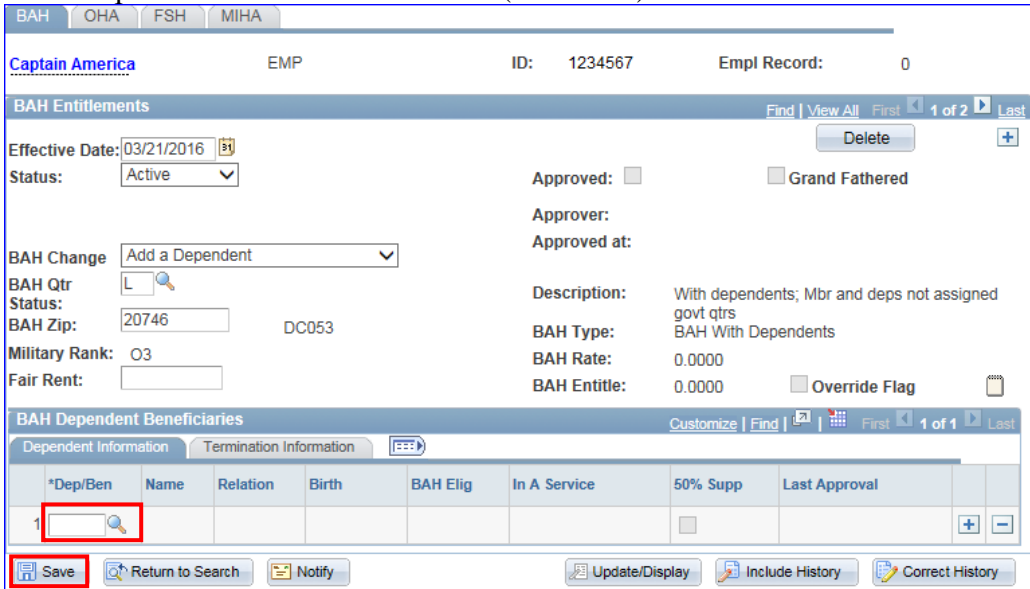

Procedures,  
continued

Step	Action
9	<p>Click <b>Add a New Note</b>.</p>  <p>The screenshot shows a 'Notepad' window with a 'Selection Criteria' section. It contains input fields for *Emplid (1234567), *Record (0), and *Effective Date (2016-03-21). There are also 'Notes From' and 'Through' date pickers. At the bottom, there are 'Search' and 'Add a New Note' buttons. The 'Add a New Note' button is highlighted with a red box.</p>
10	<p>Enter the specific information for this BAH Change and then click <b>Save</b>.</p>  <p>The screenshot shows a 'Selected Note' window. It has a 'Selected Performance Note' section with a table of details: Emplid (1234567), Record (0), Effective Date (2016-03-21), Created (03/21/2016 1:47PM), Creator (Tony Stark), and Last Update by. Below this is a form with 'Subject' (Starting BAH) and 'Note Text' (Enter specific information regarding the transaction. (Ex. Dependent born on 3/21/16)). The 'Subject' and 'Note Text' fields are highlighted with a red box. At the bottom, there is a 'Save' button, also highlighted with a red box, and a link 'Return to Note Selection Page'.</p>

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## Starting New BAH, Continued


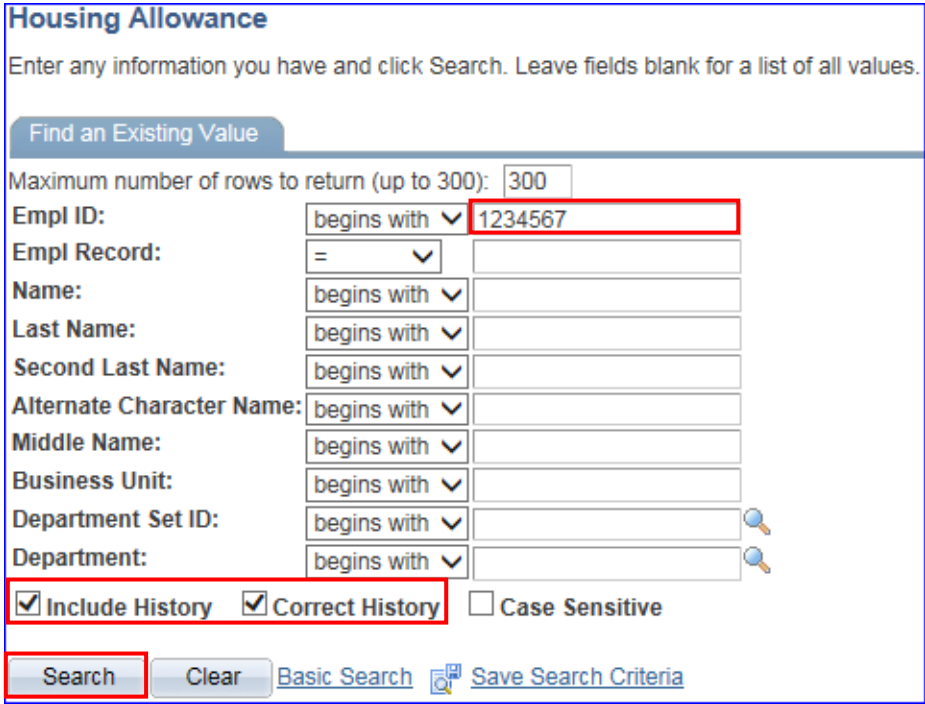
Procedures,  
continued

Step	Action
11	<p>Return to the Housing Allowance page, add dependents (if necessary) and click the <b>Save</b> button. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO (SPO Tree).</p> 
12	<p>Once saved, the new <b>MHA</b>, <b>BAH Rate</b> and <b>BAH Entitlement</b> will display. It will also auto-generate a BAH Calculation note in the Notepad for additional review.</p> 
13	<p>Click the <b>Home</b> link to return to the home page.</p>

# Starting BAH after PCS

**Introduction** This guide provides the procedures for starting BAH after the PCS Reporting Endorsement has been approved.

**Procedures** See below.

Step	Action
1	<p>Select <b>Housing Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> and <b>Correct History</b> boxes, and then hit <b>Search</b>.</p> 

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## Starting BAH after PCS, Continued

### Procedures, continued

Step	Action
3	<p>The member’s most recent BAH row will display. Click <b>View All</b> to see all of the BAH rows.</p> <div><div>BAH   OHA   FSH   MIHA</div><div>Homer SimpsonEMPID: 1234567Empl Record: 0</div><div>BAH EntitlementsFindView AllFirst1 of 3LastDelete</div><div>Effective Date: 01/01/2015Status: ActiveApproved: [X]Grand Fathered [ ]</div><div>Approver: 7654321Flanders, NedApproved at: 01/01/15 2:50PM</div><div>BAH Change: COLA/LPCBAH Qtr Status: LBAH Zip: 48207MI142Description: With dependents; Mbr and deps not assigned govt qtrsBAH Type: BAH With DependentsBAH Rate: 1425.0000BAH Entitle: 1425.0000</div></div>

4	<p>Scroll down to the row with the same effective date as the Reporting Endorsement.</p> <div><div>Effective Date: 12/30/2014Status: InactiveApproved: [X]Grand Fathered [ ]</div><div>Approver: 7654321Flanders, NedApproved at: 01/07/15 3:12PM</div><div>BAH Change: TransferBAH Qtr Status: LBAH Zip: 48207MI142Description: With dependents; Mbr and deps not assigned govt qtrsBAH Type: BAH With DependentsBAH Rate: 1380.0000BAH Entitle: 1380.0000</div><div>BAH Dependent BeneficiariesCustomizeFindFirst1-4 of 4Last</div><table><tr><th>Dependent Information</th><th>Termination Information</th></tr><tr><td>*Dep/Ben</td><td>Name</td><td>Relation</td><td>Birth</td><td>BAH Elig</td><td>In A Service</td><td>50% Supp</td><td>Last Approval</td></tr><tr><td>1 01</td><td>Simpson, Marge</td><td>Spouse</td><td>05/05/1987</td><td>05/18/2010</td><td></td><td><input type="checkbox"/></td><td>12/20/2012 5:25:08AM</td></tr></table></div>	Dependent Information	Termination Information	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	1 01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM
Dependent Information	Termination Information																		
*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval												
1 01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM												

- Change the Status from Inactive to **Active**
- Update the **BAH Zip** with the new zip code
- Scroll down and click **Save**

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## Starting BAH after PCS, Continued

### Procedures, continued

Step

5

Action

The updated row will look like this. The transaction will be routed to all of the SPO Auditors in the same Dept ID of the HRS User's SPO.

Effective Date: 12/30/2014

Status: Active

BAH Change: Transfer

BAH Qtr Status: L

BAH Zip: 48080

Military Rank: E4

Fair Rent:

Approved: ☐

Approved at:

Description: With dependents; Mbr and deps not assigned govt qtrs

BAH Type: BAH With Dependents

BAH Rate: 1380.0000

BAH Entitle: 1380.0000

Grand Fathered ☐

BAH Dependent Beneficiaries

Customize

Find

First

1-4 of 4

Last

Dependent Information

Termination Information

	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval	
1	01	Simpson, Marge	Spouse	05/05/1987	05/18/2010		<input type="checkbox"/>	12/20/2012 5:25:08AM	<div>+</div> <div>-</div>

# Inserting a BAH row with an earlier effective date

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## Introduction


This guide provides the procedures for inserting a BAH row with an earlier effective date than the most current BAH row. This should be used when a member has a future dated row for a promotion, longevity, legislative pay change, etc and a BAH change occurs before that date.

In this example, a member changed from BAH without dependents to BAH with dependents on 12/29/14 (marriage) and just notified the SPO on 1/12/15. The Legislative Pay Change also occurred in this window on 1/1/15.

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## Procedures

See below.

Step	Action
1	<p>Select <b>Housing Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled 'Active &amp; Reserve Pay Shortcuts' with a list of links. The link 'Housing Allowance' is highlighted with a red rectangle. The other links are: Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Cost of Living Allowance, MGIB Enrollments, View Active Duty Payslips, Proxy Member for eResume, Job Data, Add a Person, Proxy - Submit Absence Request, SGLI + FSGLI, Accrue Pay, Dependent Information, ACIP, Sea Time Balances, Hire Applicant, Add Employment Instance, and Modify a Person.</p>

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## Inserting a BAH row with an earlier effective date, Continued

Procedures,  
continued

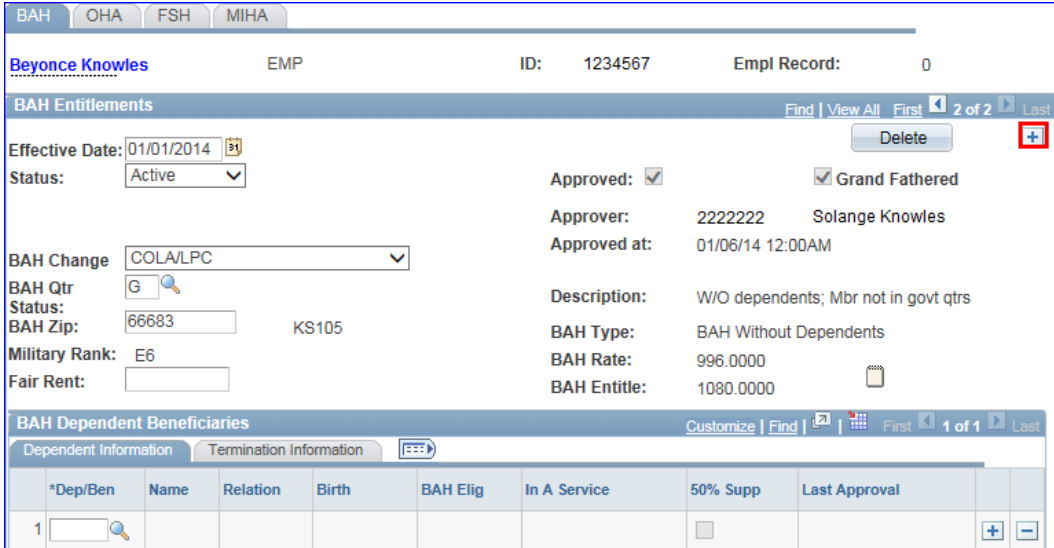
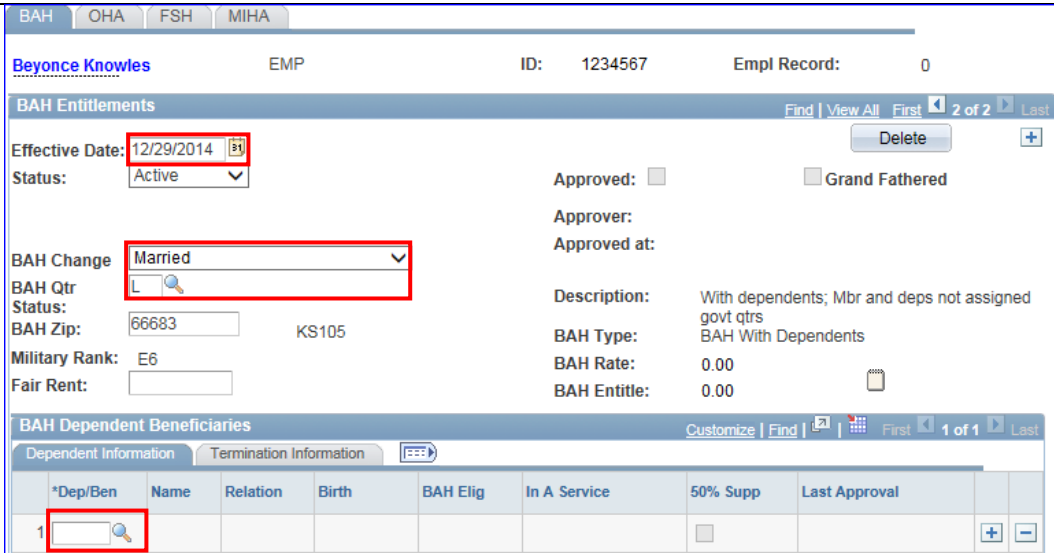
Step	Action
2	<p>Enter the <b>Empl ID</b>, check the <b>Include History</b> and <b>Correct History</b> boxes, and then hit <b>Search</b>.</p> <div> <h3>Housing Allowance</h3> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div>Find an Existing Value</div> <p>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with 1234567</p> <p>Empl Record: =</p> <p>Name: begins with</p> <p>Last Name: begins with</p> <p>Second Last Name: begins with</p> <p>Alternate Character Name: begins with</p> <p>Middle Name: begins with</p> <p>Business Unit: begins with</p> <p>Department Set ID: begins with</p> <p>Department: begins with</p> <p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

3	<p>The member’s most recent BAH row will display. Click the arrow to see the previous BAH row.</p> <div> <div>BAH OHA FSH MIHA</div> <div> <div>Beyonce Knowles EMP ID: 1234567 Empl Record: 0</div> <div> <div>BAH Entitlements</div> <div>Find View All First 1 of 2 Last</div> <div> <div>Effective Date: 01/01/2015</div> <div>Status: Active</div> <div>Approved: <input checked="" type="checkbox"/> Grand Fathered</div> <div>Approver: 7654321 Carter, Shawn</div> <div>Approved at: 01/01/15 2:39PM</div> <div>Description: W/O dependents; Mbr not in govt qtrs</div> <div>BAH Type: BAH Without Dependents</div> <div>BAH Rate: 975.0000</div> <div>BAH Entitle: 1080.0000</div> </div> <div> <div>BAH Change: COLA/LPC</div> <div>BAH Qtr: G</div> <div>Status: KS105</div> <div>BAH Zip: 66683</div> <div>Military Rank: E6</div> <div>Fair Rent:</div> </div> </div> </div> <div> <div>BAH Dependent Beneficiaries</div> <div>Customize Find First 1 of 1 Last</div> <div> <div>Dependent Information</div> <div>Termination Information</div> </div> <table> <tr> <th></th><th>*Dep/Ben</th><th>Name</th><th>Relation</th><th>Birth</th><th>BAH Elig</th><th>In A Service</th><th>50% Supp</th><th>Last Approval</th><th></th><th></th></tr> <tr> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </div>		*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval			1										
	*Dep/Ben	Name	Relation	Birth	BAH Elig	In A Service	50% Supp	Last Approval															
1																							

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## Inserting a BAH row with an earlier effective date, Continued

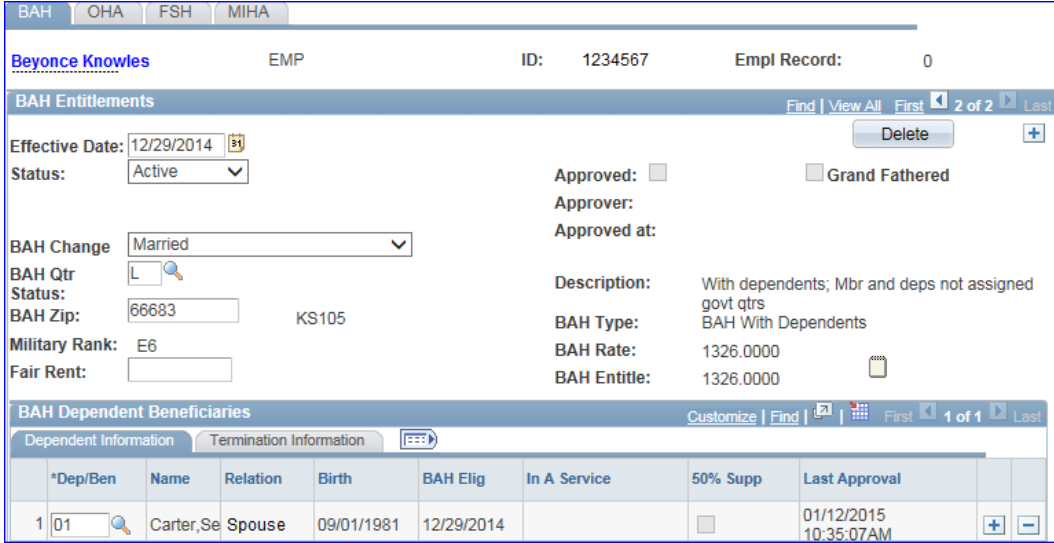
Procedures,  
continued

Step	Action
4	<p>From this BAH row, click the <b>Plus</b> button.</p> 
5	 <ul style="list-style-type: none"> <li>• Change the <b>Effective Date</b> to match the date of marriage</li> <li>• Update the reason for the <b>BAH Change</b></li> <li>• Select the new <b>BAH Qtr Status</b></li> <li>• Use the lookup to find the <b>Dependent</b> that was just added</li> <li>• Then scroll down and click <b>Save</b></li> </ul>

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## Inserting a BAH row with an earlier effective date, Continued


Procedures,  
continued

Step	Action
6	<p>Once saved, the screen will look like this. The transaction is now pending and will be routed to the SPO tree for approval.</p> 

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## Inserting a BAH row with an earlier effective date, Continued

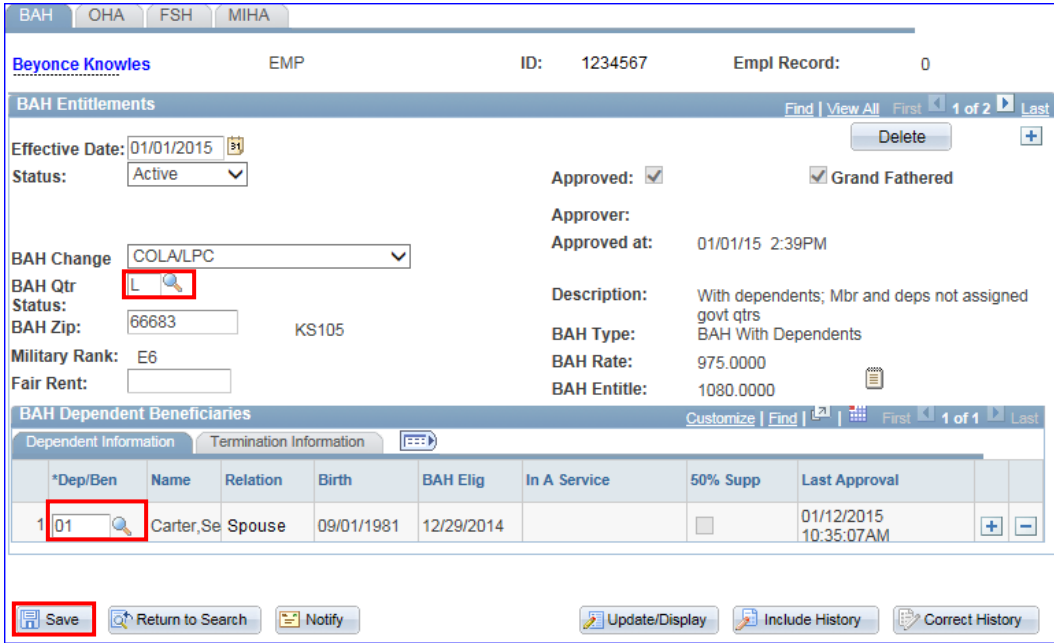
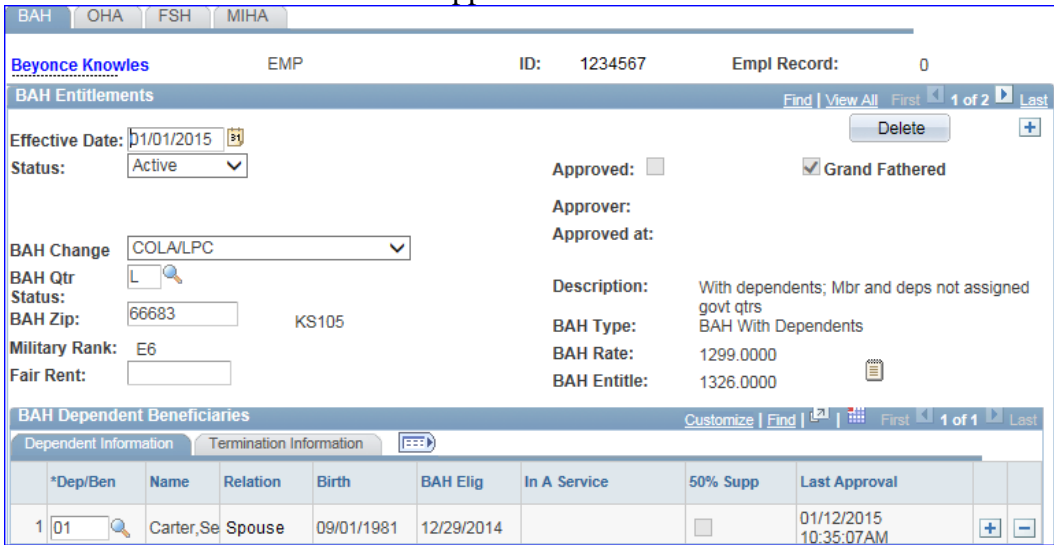
### Procedures, continued

Step	Action
7	<p>Once approved, the 1/1/15 Legislative Pay Change BAH row must also be changed to reflect the change in BAH type.</p> <p>Enter the <b>Empl ID</b>, check the <b>Include History</b> and <b>Correct History</b> boxes, and then hit <b>Search</b>.</p> <div><p><b>Housing Allowance</b></p><p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p>Find an Existing Value</p><p>Maximum number of rows to return (up to 300): 300</p><p>Empl ID: begins with ▼ 1234567</p><p>Empl Record: = ▼</p><p>Name: begins with ▼</p><p>Last Name: begins with ▼</p><p>Second Last Name: begins with ▼</p><p>Alternate Character Name: begins with ▼</p><p>Middle Name: begins with ▼</p><p>Business Unit: begins with ▼</p><p>Department Set ID: begins with ▼</p><p>Department: begins with ▼</p><p><input checked="" type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p><p><b>Search</b> Clear Basic Search  Save Search Criteria</p></div>

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## Inserting a BAH row with an earlier effective date, Continued

Procedures,  
continued

Step	Action
8	<p>Update the <b>BAH Qtr Status</b>, lookup and select the <b>Dependent</b> and then click <b>Save</b>.</p>  <p>The screenshot shows the 'BAH Entitlements' form for employee Beyonce Knowles. The 'Effective Date' is 01/01/2015 and the 'Status' is 'Active'. The 'BAH Qtr Status' is being updated to 'L' (highlighted with a red box). The 'BAH Change' is 'COLA/LPC'. The 'BAH Zip' is '66683' and the 'Military Rank' is 'E6'. The 'BAH Rate' is '975.0000' and the 'BAH Entitle' is '1080.0000'. The 'BAH Dependent Beneficiaries' table shows one dependent, 'Carter, Se', with a birth date of '09/01/1981' and a BAH Elig date of '12/29/2014'. The 'Save' button is highlighted with a red box.</p>
9	<p>Once saved, the screen will look like this. The transaction is now pending and will be routed to the SPO tree for approval.</p>  <p>The screenshot shows the 'BAH Entitlements' form after saving. The 'BAH Qtr Status' is now 'L'. The 'BAH Rate' is '1299.0000' and the 'BAH Entitle' is '1326.0000'. The 'BAH Dependent Beneficiaries' table shows one dependent, 'Carter, Se', with a birth date of '09/01/1981' and a BAH Elig date of '12/29/2014'. The 'Save' button is no longer highlighted.</p>